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City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

February 19, 2014

REQUEST FOR QUALIFICATIONS #B14036

Owners Representative Services for New Police Facility and Parking Garage

You are cordially invited to submit qualifications for professional Owners Representative services for new Police facility and parking garage in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Eight (8) Copies of the Qualifications must be submitted in a sealed envelope, plainly marked:

**RFQ #B14036- Owners Representative services for new Police facility and parking garage
Purchasing/Finance Office
City of Dover
288 Central Ave 2nd. Floor
Dover NH 03820**

All proposals/bids must be received by **March 19, 2014 at 11:00 a.m. EST**

AML:kjn
Attachments

****IMPORTANT: IF you have not already,*** In order to be notified of any future bids associated with your service, please visit our new web page, <https://www.dover.nh.gov/finbidjoin.htm> proceed to BIDS Join Notification List and add your company to our vendor database. **Under contracted svcs #13 Construction manager or Contracted services code #15 Engineers**

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



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I. INTRODUCTION

The City of Dover invites qualified Owners Representative (aka: Clerk of the Works) to submit proposals for consideration to provide professional Owners Representative services for the construction of new Police Facility and Parking Garage. Work to be conducted by the selected Owners Representative firm will include representing the interests of the City in regard to ensuring that the quality of both materials and workmanship are in accordance with the design information such as specification and engineering drawings, in addition to recognized quality standards. The selected firm will be responsible for working in cooperation with City Officials, the City's contracted Architect and Engineer, the City's contracted Construction Management firm and others, to administer the construction of the police facility. The Owner's representative is an independent contractor for the City whose loyalty shall only be to the City. The selected Owner's Representative shall not attempt to fill the role of the design-construction team, construction superintendent, safety officer, or any other member of the design or building team.

II. GENERAL REQUIREMENTS

Vendors submitting qualifications must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional, relevant information may be included with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of responses to this RFQ are the sole responsibility of the vendor. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept on one or more items of a submission, on all items of a submission or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the submissions.

Questions should be directed in writing to Ann M. Legere, at a.legere@doover.nh.gov no later than 7 days prior to bid date and time on cover page of this document.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Purchasing Agent prior to submission of the response.



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III PROJECT REQUIREMENTS

The Police Department / Parking Garage project is currently in the design phase and construction is tentatively scheduled to begin in late spring of 2014. The project consists of the design and construction of an approximate 31,000 square foot police station as well as the design and construction of an approximate 340 space parking structure.

It shall be understood that the above description is both limited and preliminary and does not reflect the actual phasing or schedule of the work. The scope and phasing of the project, as well as related estimate of cost, shall be considered subject to change as they further evolve and are more clearly defined.

The Owner's Representative shall be expected to perform all professional services consistent with the industry accepted roles of an Owner's Representative. In general they shall include, but shall not necessarily be limited to:

- Develop a thorough familiarity with the purpose of the facility to be constructed, with the City's requirements, with the design and with the contract documents.
- Provide value engineering services to the City during the initial design of the project.
- Maintain continuous communications with the City's designated project manager and the City's contracted architectural and construction management firms as well as various sub-contractors, as necessary.
- Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule.
- Assist the construction superintendent in understanding the intent of the contract documents.
- Maintain records related to the design and construction in an orderly manner as directed by the city.
- Maintain a log of all daily activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed, either through personal observations or as reported by the construction manager in its daily logs and reports.
- Meet, verify identification, and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the



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results of such inspections to the City and the design-construction team. Monitor any and all corrective actions.

- Review field reports from architects and engineers. Monitor any and all corrective actions.
- Observe material delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that the materials are in good condition and free of defects.
- Monitor the proper storage of materials, including off-site storage of materials.
- Immediately report to the City's designated project manager any work that is believed to be substandard or otherwise not in accordance with the contract documents.
- Immediately report to the City's designated project manager any conditions that may result in a delay of completion of work.
- Assist the design / construction team in the development of a punch list. Monitor the status of the punch list and inform the City's designated project manager of the status of the punch list on a regular basis.
- Monitor and inspect the installation of city furnished equipment or material.
- Participate in final inspection and commissioning.

IV INFORMATION AVAILABLE

The City of Dover is planning to construct a new Police facility and Parking garage. The exact timetable for construction has not been determined. This facility will house police operations, which may include, a property room for evidence storage, records retention area, physical training area, interview rooms, crime lab, communications center, booking intake area, Intoxilizer (breath test) area, a minimum of three holding cells, training classroom, briefing room, men's and women's locker rooms, physical fitness area, offices for administrative use, conference and meeting rooms to accommodate various sized groups, a public community room, a public lobby, a sally port, sufficient on site secure parking, public parking as necessary, secured indoor vehicle storage for specialty police vehicles, as well as work area for Investigative Services personnel, Records Bureau personnel, Standards Bureau personnel, Traffic Unit personnel, Prosecution Unit personnel, the Animal Control Officer, Patrol Supervisors and any other program spaces as determined by the facility needs assessment study, as well as a parking garage for approximately 50 police and police staff vehicles and 290 public parking spaces.



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Currently, the City of Dover Police Department employs 46 sworn officers, 8 dispatchers and 26 civilian employees (both full and part time). The final design may include room for expansion based on an expected increase in population. The current facility was completed in 1935 and is approximately 14,000 square feet. Deficiencies in the existing facility include it being undersized, a lack of appropriate programming adjacencies, insufficient meeting space, inadequate restroom facilities, inadequate locker room and shower facilities as well as no secured parking or on-site specialty vehicle storage, and no growth potential.

The City of Dover Police Department is CALEA and ASCLD-LAB accredited. The new facility shall meet the guidelines to retain both CALEA and ASCLD-LAB accreditation.

The City of Dover population is estimated at approximately 30,000 residents and approximately 14,000 housing units. The population has increased at a rate of approximately 10% every ten years since 1980. The city is approximately 29 square miles and is within Strafford County. A new Police facility will be required to function well into the future and handle the department's anticipated growth needs.

V SCHEDULING AND AVAILABILITY

As part of their response to this Request for Qualifications vendors shall:

- Provide information on current workload and describe how the firm would accommodate this project.
- Outline the schedule to be implemented to meet the expected project requirements and construction.
- Describe the methods the firm will use to maintain the implemented schedule.

VI SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

Insurance

The successful vendor will be required to submit certificates of insurance showing minimum liability limits of \$2,000,000.00, including professional liability. The types of liability coverage and workers compensation participation shall be identified. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as an additional insured.

Independent Contractor Relationship

The vendor shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Dover.



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The vendor selected by this Request for Qualifications will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Dover, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Licenses and Permits

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. The vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by City. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing

VII SELECTION

A selection committee will review submissions. After review of submissions and prior to final ranking, the committee may, at its discretion, conduct interviews with a limited number of firm(s). The Committee may, at its discretion, visit sites representing the work of a specific firm. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus on their approach to this project and the professionals who will be directly involved in the project.

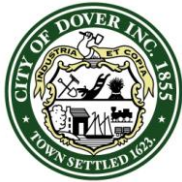
After written submissions are received and initially evaluated, the Owner may require one or more of the vendors to provide an oral presentation as a supplement to their statements. Any vendor required to interview should be prepared to discuss and substantiate any area of its submission. The Owner is under no obligation to grant interviews to any vendor receiving a copy of this RFQ and/or submitting a written response to this RFQ.

The Committee will rank the vendors and negotiate with the most qualified vendor on price, terms and conditions. The Committee's recommendation will be submitted to the City Council for consideration. City Council approval is required for the award of a bid and contract.

VIII FORM OF AGREEMENT

The form of agreement between Owner and Owner's Representative will be determined after an Owner's Representative is selected. A sample of the city agreement is attached under Attachment A-Sample Agreement. Some variation of this will likely be the form used.

The Owner's Representative will be expected to work closely with the Owner, Architect, and Construction Manager and will be encouraged to propose cost and time saving alternatives.



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IX RESPONSE FORMAT

The items listed below shall be submitted with each submission in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a submitter to include all listed items will result in their submission being rejected.

Tab I – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A person who is authorized by the organization to enter into an agreement with the City of Dover will sign the letter.

Please include all contact information.

Tab 2 – Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFQ, including the Scope of Services and sample agreement terms.

Tab 3 – Company Background

- Years in business under present name.
- Any business name changes and the reason for the change.
- Name and address of each office location.
- Ownership structure (Corporation / Partnership).
- Names and titles of officers in the company.
- Company trade organizations / associations / affiliations.
- Description of the firm's philosophy of Owner's Representation. Describe how the firm provides continuity between pre-construction and construction services. Include a complete listing of Owner's Representative services proposed to be provided by the firm prior to the commencement of construction as well as through construction.

Tab 4 – Qualifications

- Describe firm qualifications, experience and project understanding.
- Provide resumes for key personnel that will be assigned to this project.
- Demonstrate the firm's qualifications and experience in Police/Law Enforcement specific projects.



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- Demonstrate the firm's qualifications and experience in parking garage construction projects.

Tab 5 – On-site Owner's Representative

- Identification and qualifications of the proposed on-site Owner's Representative. Submission of name shall be a commitment on the part of the Owners Representative firm to retain stated personnel on the project throughout its duration. It is a specific requirement that the proposed on-site Owner's Representative attend the presentation to the Owner.

Tab 6 – Firm Resources

- Describe the firm's personnel resources available. If a sole proprietor, indicate so.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project.
- Demonstration of successful management systems for the planning, organizing and monitoring of similar construction projects. Among these are conceptual estimating, budgeting, scheduling and cost controls. A Building Information Model (BIM) will be developed by the design team. This Project resource will be shared with the Construction Manager throughout all phases in the Project. The Construction Manager will be expected to utilize the BIM Model as an important management tool. Please describe your firm's related capabilities.

Tab 7 – References

- Provide references (with contact name and telephone number) of similar projects for which your company has, in whole or in part, provided services.

Tab 8 – List of Ongoing and Completed Projects

- Provide a list of similar projects in which your company is currently involved, or has been involved.
- Please list project description and status.
- Specific Owner's Representative experience, on projects of similar program and scope. Experience in police and public safety facilities is of primary interest. A complete list of related projects of \$3,000,000 to \$12,000,000 completed during the past five years shall be submitted,



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along with Owner, Architect, and Construction Management references. Additionally, not less than three completed project case histories, of similar type and scope, shall be presented, including budget performance and schedule performance (actual vs. estimated costs and completion dates).

- Total dollar volume of work completed during each of the past three (3) years.

Tab 9 – Customer Support

- Describe the firm's physical availability to the City of Dover in terms of communication, meetings and fieldwork.

Tab 10 – Financial

- Proposed Owner's Representative fees for the entire design and construction phases of the project. Estimated to be 16-20 months.
- The hourly labor rates, all-inclusive (wages, taxes, insurances, contributions, assessments, benefits, etc.), for all reimbursable personnel.
- Financial references and current bonding limitations.
- Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.

Tab 11 – Other

- Other information, qualifications and/or exceptions that the Owner's Representative firm may consider appropriate to the selection process.

X CONTENT OF PROPOSAL

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked as outlined on cover page of this document. Proposals should include but not be limited to the following information.

1. Name, address and telephone number of your firm and email of primary contact.
2. Type of organization (i.e. individual, partnership, corporation, joint venture, etc.) and year established.
3. Principles of firm.
4. Diagram of proposed organizational structure.



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5. Information required per section “IX RESPONSE FORMAT” of this Request for Qualifications.

6. Any other information you feel is appropriate to assist in architect selection.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Demonstrated experience in providing service required for law enforcement projects and parking garage projects of similar size and scope to our anticipated project
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Response of references.
- Have the available resources to complete the project.

CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



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Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.



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BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.